جامعة قطر
QATAR UNIVERSITY

MyBanner (Self-Service) User Manual

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Dear Student,

myBanner student information system was launched on February 2008 as part of the constant efforts of Qatar University to provide a high quality educational environment for its students, faculty, and staff. It can be accessed directly using the URL (http://mybanner.qu.edu.qa) or through the university portal myQU (http://www.my.qu.edu.qa).

The purpose of this manual is to provide you with basic instructions to use myBanner and to introduce the different services that you can benefit from using your myBanner account. Detailed features will be explained in future releases of this manual. Services explained in this manual include:

- Logging to the system
- searching for classes
- Registering, adding, and dropping classes
- Viewing the schedule
- Checking your registration status

To complete your registration process in both a simple and efficient manner, please consider the following:

- Discuss the courses you are going to register for with your advisor before registration starts to make sure that you are signing up for the correct classes.
- Prepare your schedule before the registration starts to save your time during registration. You can use the registration worksheet as illustrated in page 21.
- Contact your advisor or the Registration Office directly if you fail to register for any reason.

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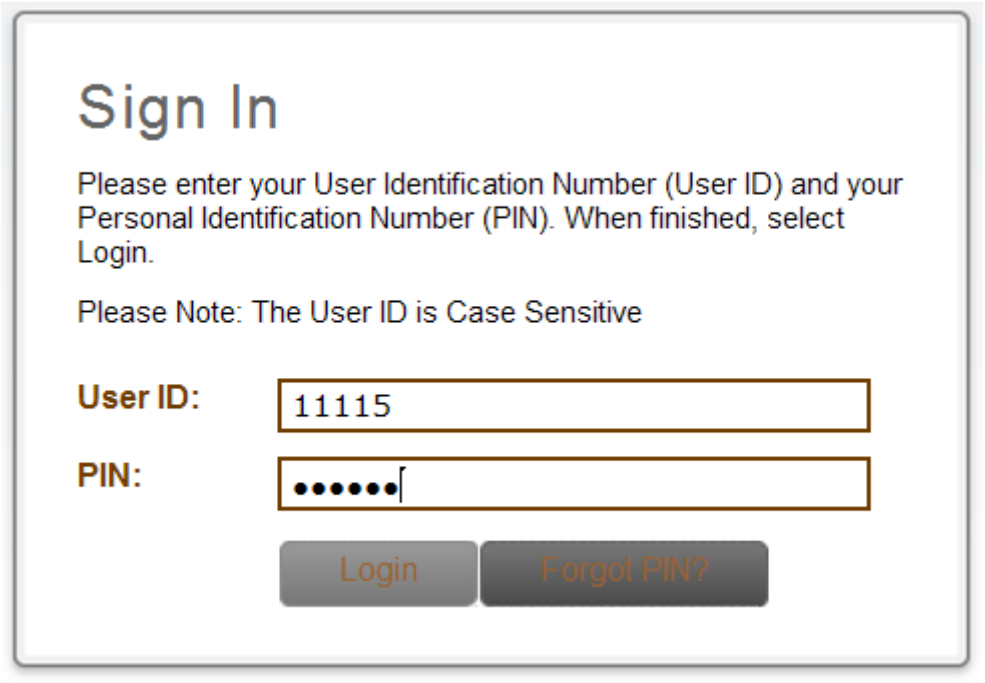
1 How to Login to myBanner

Click on the "Enter Secure Area" link

Enter your email/ portal ID and your email/ portal password and then Press "Login".


Sign In
Please enter your User Identification Number (User ID) and your Personal Identification Number (PIN). When finished, select Login.
Please Note: The User ID is Case Sensitive
User ID:
11115
PIN:
Login
Forgot PIN?

2 How to search and Register for Classes

Click the "Student Registration and Records" link in the "Main Menu" Page

Personal Information
Change your security question, view contact details.
Student Registrations and Records
Register for classes, View your class schedule; Access your

Then click the "Registration" link

Student Registration and Records
Registration
Check your registration status, class schedule and add or drop classes
Student Records
View your holds, grades and transcripts

You can find the following essential links to complete your registration in the "Registration Page":

1) Select Term
2) Add or Drop Classes
3) Look up Classes
4) My Detailed Schedule
5) My Registration Status

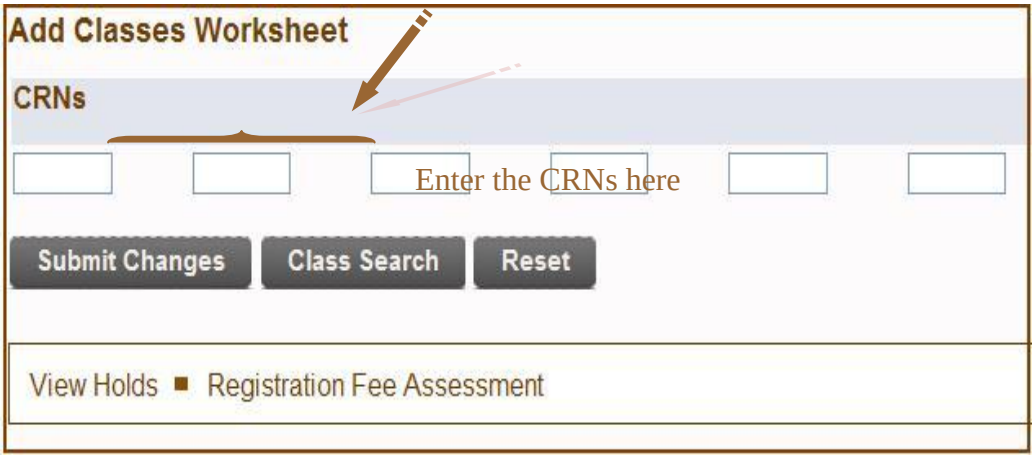
2.1 Select Term

Start by selecting the intended term for registration. If no term is selected initially, any other chosen page will prompt the selection of a term.

2.2 Add or Drop Classes

Click the "Add or Drop classes" link to register, add, or drop classes.

If you know the CRNs of the sections that you want to register for, enter them in the text boxes and click the "Submit Changes" button as the shown below.

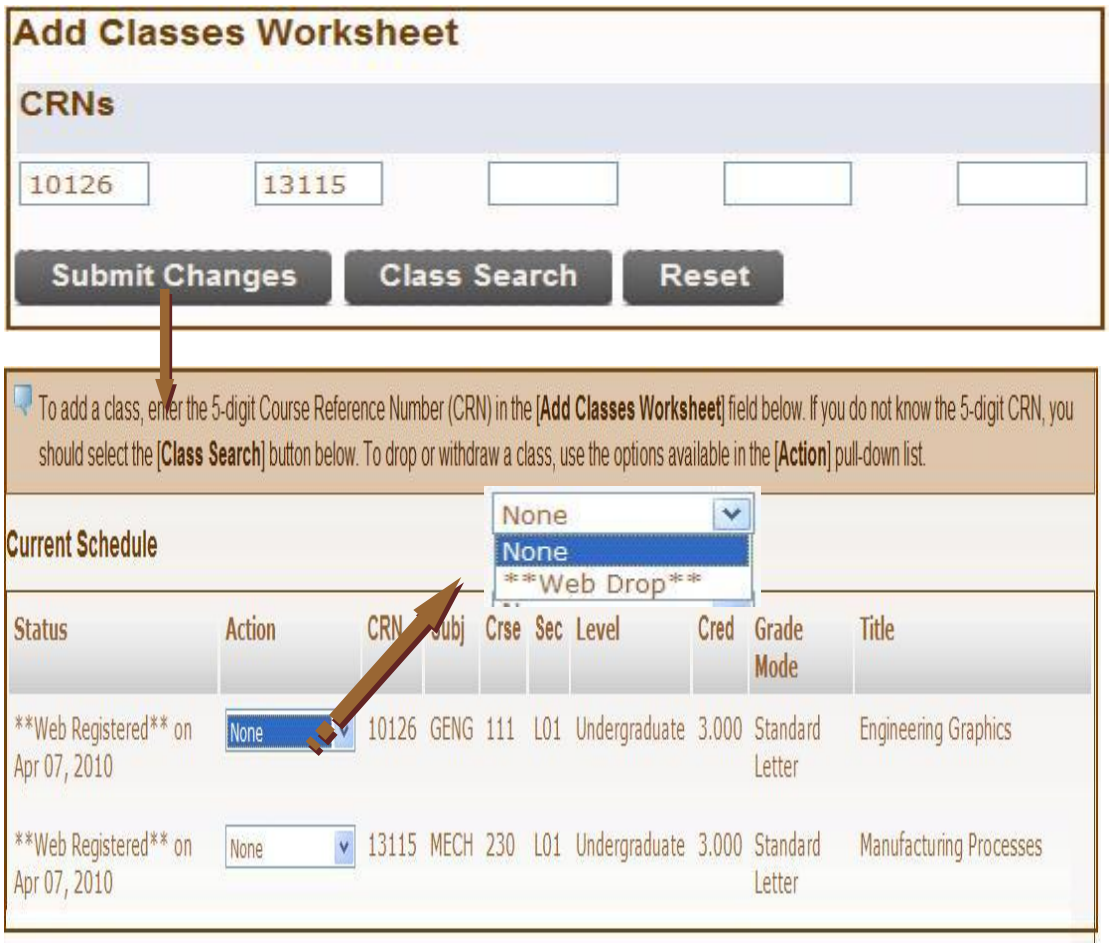


Example: Nora is a student who wants to register for the two courses shown in the table below.

Course	Title	CRN
GENG 111	Engineering Graphics	10126
MECH 230	Manufacturing Process	13115

To do that, she types the CRNs as shown below and presses the "Submit Changes" button.

Note: Refer to the Registration Errors Section for additional information about the errors that may occur during the registration process.



As shown above, the "Action" Column can be used to:
Drop the course at any time during Add/ Drop period by selecting "Web Drop". Or drop the course after the Drop/Add period by clicking "Final Web Drop" which is activated only after the Drop/Add period. The fees will be calculated automatically and added to your account.

If you do not know the CRNs, you can use the "Class Search" link in the Worksheet page to search for classes. You will find the CRNs in the schedule. The next section will explain how to look up classes and to register for classes from that page.

2.3 Look Up Classes

You can search the schedule on the web for a specific course or courses to add by subject, course number, title, part of term, schedule type, campus, instructor, section time/day.
Click the "Look Up Classes" link from the Registration menu perform to a class search.

To find sections offered in a specific term, select a term from the list beneath "Search by Term" as shown below. To find sections offered within a specific date range, enter the date range beneath "Search by Date Range". Click the "Submit" button to proceed or click the "Reset" button to select another term or enter another date range.

To search the class schedule for a section, choose at least one subject. You can minimize your search results by specifying Course Number, Title, Schedule Type, Credit Range, Campus, Course Level, Part of Term, Instructor, Start Time, End Time, and Days. For example, Fatma is a student whose major is English. She wants to search for the course ENGL 374. To do that, she selects the subject English Language and Literature

from the list of subjects, she enters the course number 374 in the Course Number field, and she selects the Campus Female from the list of campuses.

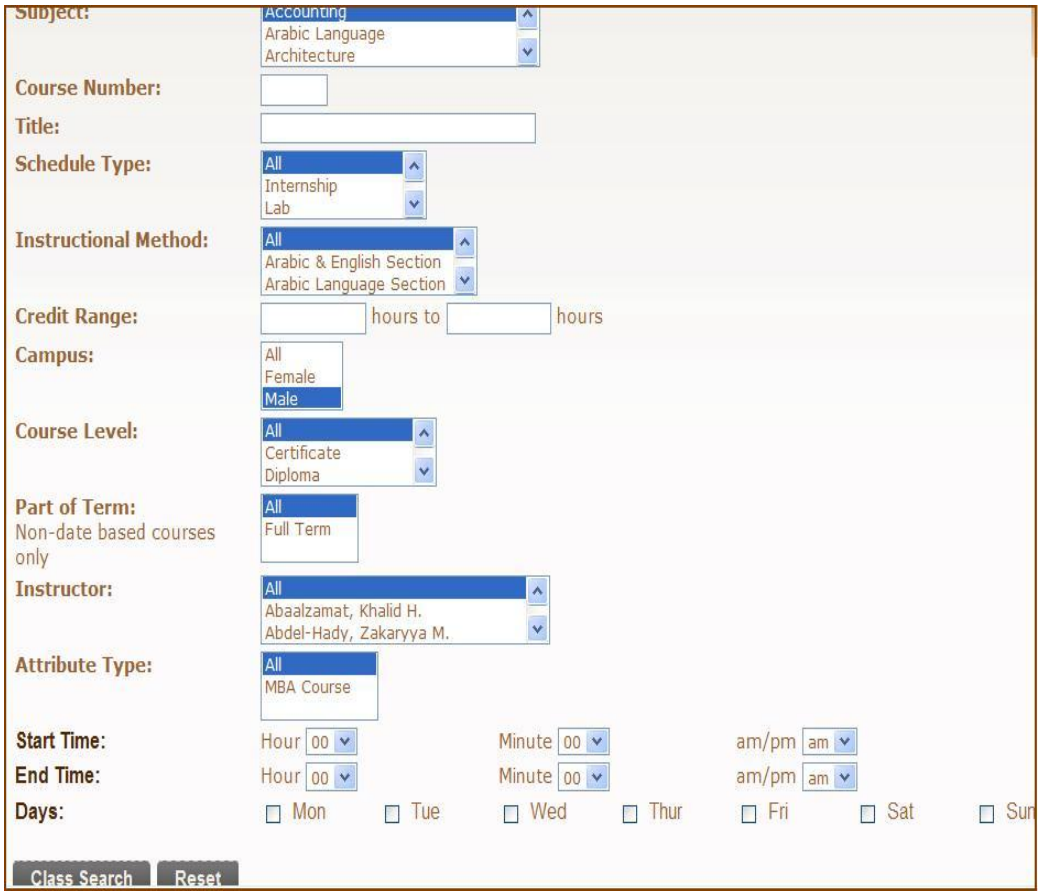
Important Notes:

- Always specify a campus when you are searching for sections. If you are a female student, select the Female campus. If you are a male student,

select the Male campus. If you do not select a campus, the results may include a course in a different campus and you will NOT be allowed to register in that course. Only Master level female students will be allowed to register in Master courses offered in the Male campus.

- Full Time and Part Time sections are the same. Students can register in any section regardless of their student type: Full Time or Part Time.

After you have identified the criteria for your search, click the "Class Search" button at the bottom of the page to submit your search. Alternatively, click the "Reset" button to enter different search criteria.



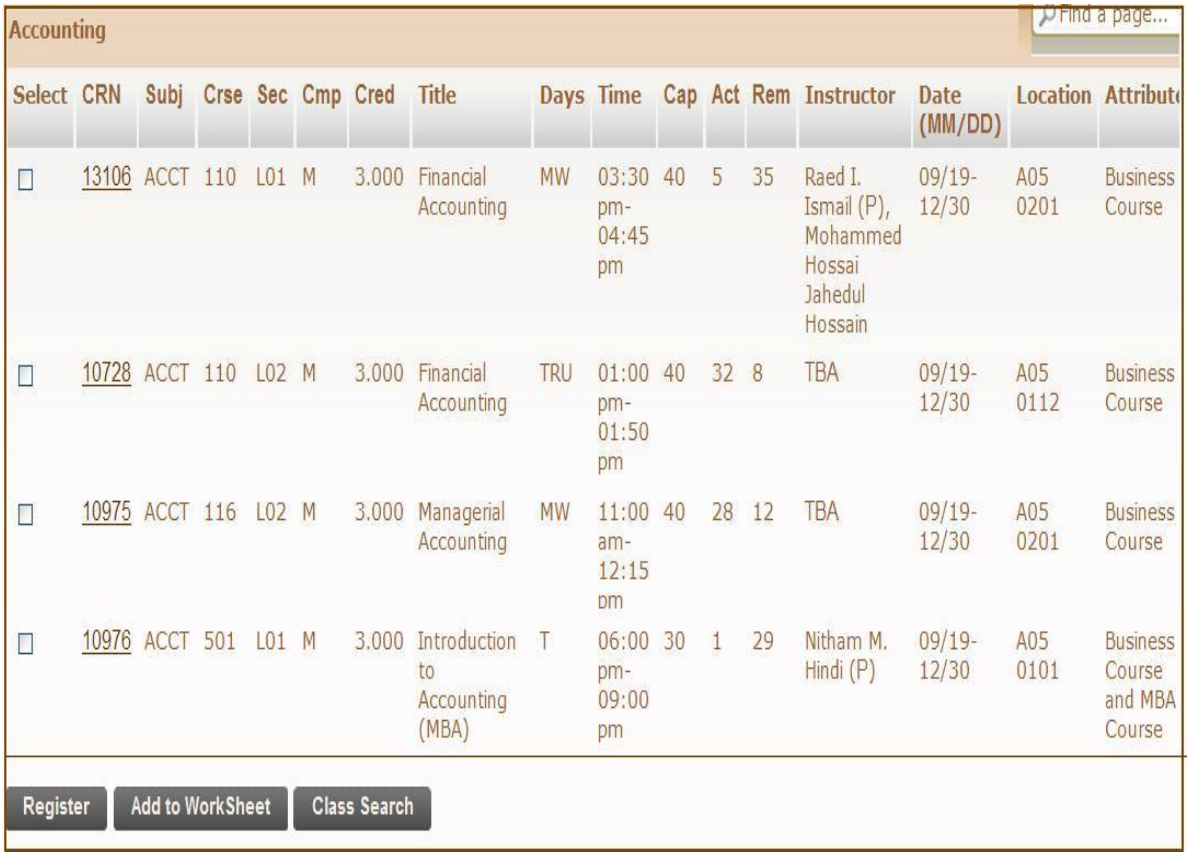
When you perform a Class Search, a list of sections that meet your criteria will be displayed as shown below. The first column will show one of these values:

- Check box that will allow you to place a check by those courses you wish to add if it is your time to register.
- The letters NR if it is not your time to register.
- A letter C if the course is closed and cannot be added to your schedule.

The following columns provide information about the section to add:

1. CRN: Course Reference Number
2. Subj: Subject
3. Crse: Course Number
4. Sec: Section
5. Cmp: Campus
6. Cred: Credits
7. Title : Course Title
8. Days: Days in which the course is offered

9. Time: Times in which the course is offered
10. CAP :maximum capacity for a class which is determined by departments
11. ACT: actual number of students currently enrolled in the class
12. REM: number of remaining seats in a class
13. Instructor: course teacher
14. Date: the course will be taught in this period
15. Location: class location
16. Attribute: additional information about the course



Accounting

Find a page...

Select	CRN	Subj	Crse	Sec	Cmp	Cred	Title	Days	Time	Cap	Act	Rem	Instructor	Date (MM/DD)	Location	Attribute
☐	13106	ACCT	110	L01	M	3.000	Financial Accounting	MW	03:30 pm-04:45 pm	40	5	35	Raed I. Ismail (P), Mohammed Hossai Jahedul Hossain	09/19-12/30	A05 0201	Business Course
☐	10728	ACCT	110	L02	M	3.000	Financial Accounting	TRU	01:00 pm-01:50 pm	40	32	8	TBA	09/19-12/30	A05 0112	Business Course
☐	10975	ACCT	116	L02	M	3.000	Managerial Accounting	MW	11:00 am-12:15 pm	40	28	12	TBA	09/19-12/30	A05 0201	Business Course
☐	10976	ACCT	501	L01	M	3.000	Introduction to Accounting (MBA)	T	06:00 pm-09:00 pm	30	1	29	Nitham M. Hindi (P)	09/19-12/30	A05 0101	Business Course and MBA Course

Register | Add to WorkSheet | Class Search

From the class search results page, you can register for classes by clicking the "Register" button (see the image below), you can return to start a new search by clicking the "Class Search" button, or you can add the CRN to the WorkSheet by clicking the "Add to WorkSheet" button. You will see the page below after clicking Register.

To add a class, enter the 5-digit Course Reference Number (CRN) in the [**Add Classes Worksheet**] field below. If you do not know the 5-digit CRN, you should select the [**Class Search**] button below. To drop or withdraw a class, use the options available in the [**Action**] pull-down list.

Current Schedule

Status	Action	CRN	Subj	Crse	Sec	Level	Cred	Grade Mode	Title
Web Registered on Apr 07, 2010	None	10126	GENG	111	L01	Undergraduate	3.000	Standard Letter	Engineering Graphics
Web Registered on Apr 07, 2010	None	11789	GENG	111	B02	Undergraduate	0.000	Standard Letter	Engineering Graphics

You can also view registration restrictions and prerequisites by clicking the CRN in the search results page. You will see the following page:

Sections Found

Find a page...

Financial Accounting - 13106 - ACCT 110 - L01

Associated Term: Fall 2010
Registration Dates: Apr 04, 2010 to Oct 23, 2010
Levels: Undergraduate
Attributes: Business Course
Instructors: Raed I. Ismail (P), Mohammed Hossai Jahedul Hossain

Male Campus
Lecture Schedule Type
English Language Section Instructional Method
3.000 Credits
View Catalog Entry

Scheduled Meeting Times

Type	Time	Days	Where	Date Range	Schedule Type	Instructors
Class	3:30 pm - 4:45 pm	MW	Men's Business & Economics 0201	Sep 19, 2010 - Dec 30, 2010	Lecture	Raed I. Ismail (P), Mohammed Hossai Jahedul Hossain

By clicking the course title, another page will be displayed to show the restrictions and prerequisites at the bottom:

Detailed Class Information

Financial Accounting - 13106 - ACCT 110 - L01

Associated Term: Fall 2010
Levels: Undergraduate

Male Campus
Lecture Schedule Type
English Language Section Instructional Method
3.000 Credits
View Catalog Entry

Registration Availability

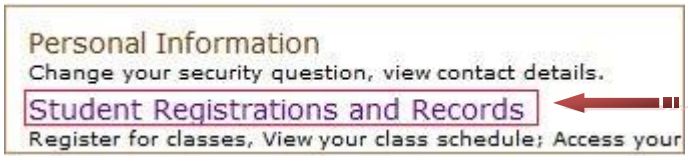
	Capacity	Actual	Remaining
Seats	40	5	35

Restrictions:
Must be enrolled in one of the following Levels:
Foundation Program
Undergraduate
Must be enrolled in one of the following Campuses:
Male

Prerequisites:
(Foundation Program level COMP 002 Minimum Grade of D or IC3 Computing 2350 or Computer Placement Test 2 060 or Undergraduate level COMP F003 Minimum Grade of D or Undergraduate level MATH 119 Minimum Grade of D) and (Foundation Program level ENGL 004 Minimum

2.4 Registration Fee Assessment

You can view the tuition and other charges by clicking on link Registration Fee Assessment


Personal Information
Change your security question, view contact details.
Student Registrations and Records
Register for classes, View your class schedule; Access your

Student Registration and Records
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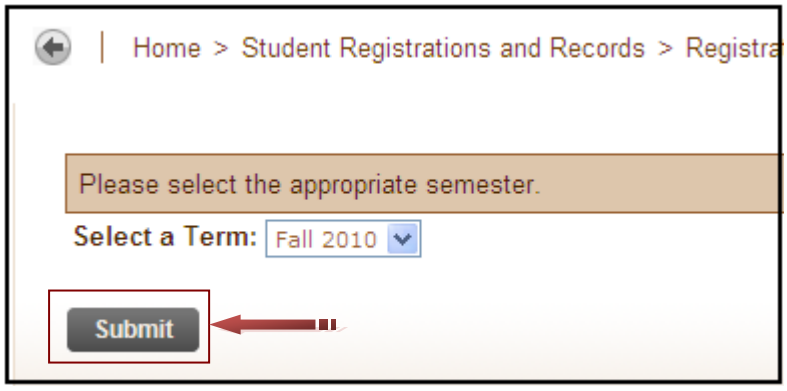
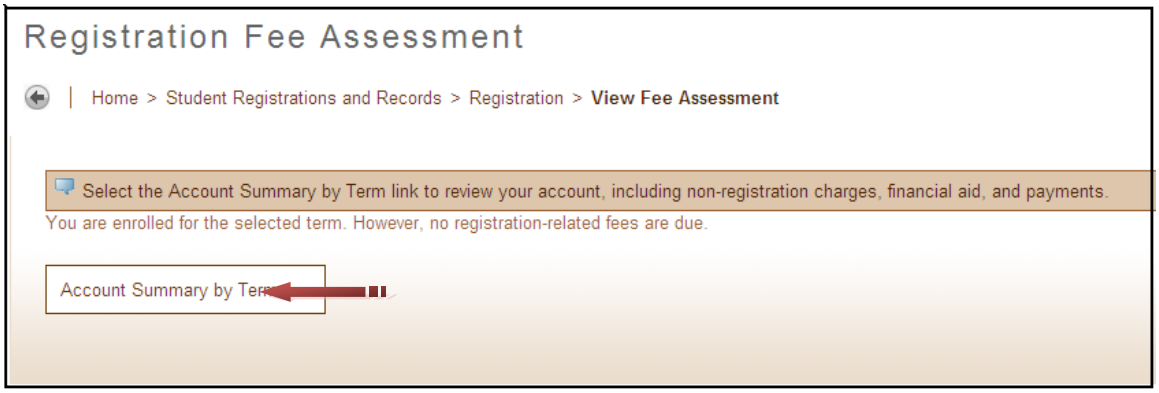
Student Records
View your holds, grades and transcripts

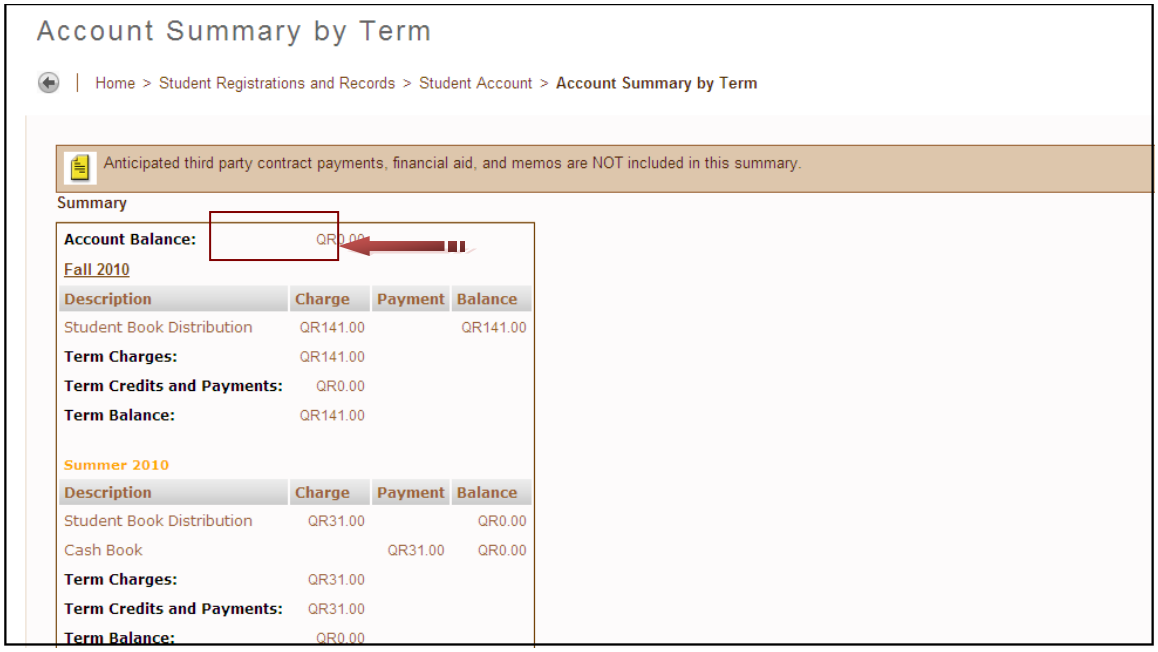
Select term and click on the button Submit as shown below


Home > Student Registrations and Records > Registra
Please select the appropriate semester.
Select a Term: Fall 2010
Submit

Click on the link Account Summary by term as shown below

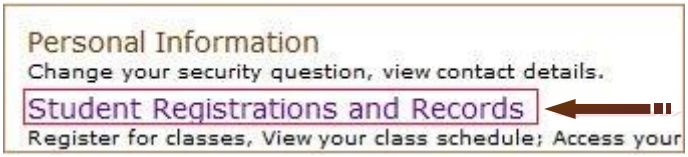

Registration Fee Assessment
Home > Student Registrations and Records > Registration > View Fee Assessment
Select the Account Summary by Term link to review your account, including non-registration charges, financial aid, and payments.
You are enrolled for the selected term. However, no registration-related fees are due.
Account Summary by Ter

The balance of charges will display as shown below


Account Summary by Term
Home > Student Registrations and Records > Student Account > Account Summary by Term
Anticipated third party contract payments, financial aid, and memos are NOT included in this summary.
Summary
Account Balance:
Fall 2010
Description Charge Payment Balance
Student Book Distribution QR141.00 QR141.00
Term Charges: QR141.00
Term Credits and Payments: QR0.00
Term Balance: QR141.00
Summer 2010
Description Charge Payment Balance
Student Book Distribution QR31.00 QR0.00
Cash Book QR31.00 QR0.00
Term Charges: QR31.00
Term Credits and Payments: QR31.00
Term Balance: QR0.00

2.5 My Detailed Schedule

Click the "My Detailed Schedule" link from the Registration menu to view your schedule for the selected term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Student Registrations and Records
Register for classes, View your class schedule; Access your

Student Registration and Records
Registration
Check your registration status, class schedule and add or drop classes
Student Records
View your holds, grades and transcripts

For each registered course, you can find the:

- Course title: "English Morphology" in the example below
- Course Subject and Number: "ENGL 374" in the example below
- Section Number: "L51" in the example below

In addition to the associated term, CRN, status, instructor, grade mode, credit hours, level, campus, and the scheduled meeting times.

Total Credit Hours: 18.000

Engineering Graphics - GENG 111 - B02

Associated Term:	Fall 2010
CRN:	11789
Status:	**Web Registered** on Apr 07, 2010
Assigned Instructor:	Osman A. Elnawawy
Grade Mode:	Standard Letter
Credits:	0.000
Level:	Undergraduate
Campus:	Male

Scheduled Meeting Times

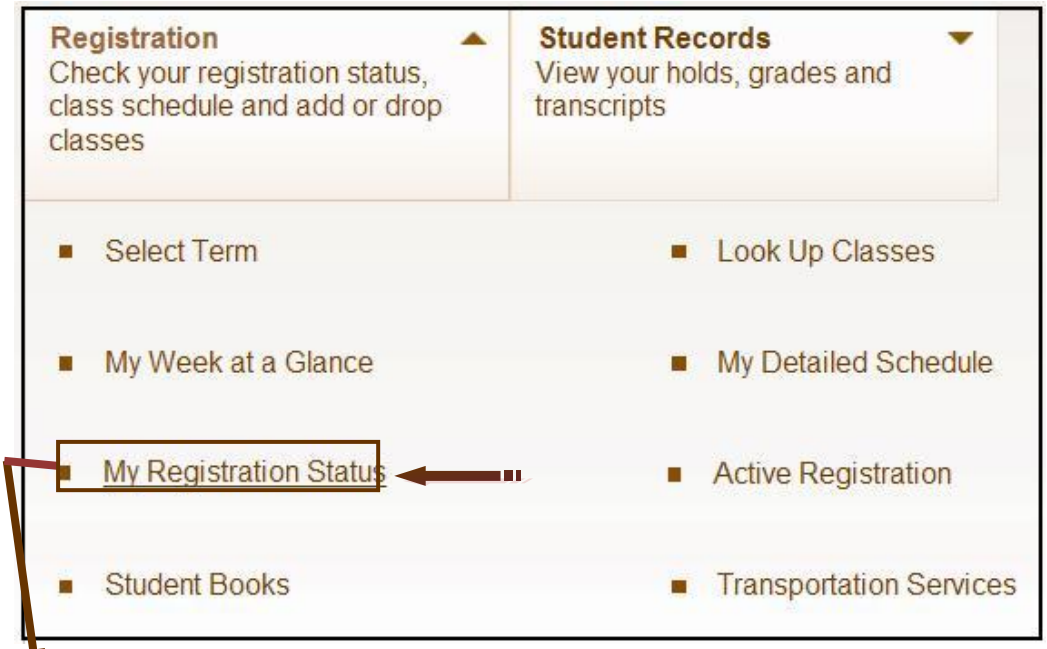
Type	Time	Days	Where	Date Range	Schedule Type	Instructors
Class	3:30 pm - 6:15 pm	R	Corridors I217	Sep 19, 2010 - Dec 30, 2010	Lab	Osman A. Elnawawy (P)

Engineering Graphics - GENG 111 - L01

Associated Term:	Fall 2010
CRN:	10126
Status:	**Web Registered** on Apr 07, 2010

2.6 Registration Status

The Registration Status page is highly important because it displays your registration dates, holds, Academic standing to check if you are allowed to register for courses in the specified term.



You have no Holds which prevent registration.
Your Academic Standing is Vice President's List which permits registration.
Your Student Status permits registration.
Your Class for registration purposes is Junior.
Earned Credit
Level Type Hours
Undergraduate Institutional 65.000
Undergraduate Transfer 0.000
Foundation Program Institutional 9.000
Curriculum Information
Current Program
Bachelor of Science
Level: Undergraduate
Program: BS,Mechanical Engineering

- If you a hold exists in your records, you will see the following message:

You have Holds which will prevent registration.

Additionally, the following message will appear in the Add/Drop page:

- Your Student Status may prevent Registration, (Ex. Withdrawn, dismissed, etc.)
- Your Academic Standing may prevent registration (Final warning, dismissal, etc.)

If you find any of the messages above in your records, contact the Registration Office or contact your advisor for more details about the registration prevention.

3 Registration Errors

Error	Description	Action
CAMPUS RESTRICTION	The selected course is offered in a different campus (Male/Female)	Make sure that you select the section with the correct campus during your search.
PREQ and TEST SCORE-ERROR	You have not met the course and/or test score prerequisites	Check that you have met the course pre-requisites. Visit the Registrar's Office if the problem persists. Refer to section 2.3 to view course pre-requisites
LEVEL RESTRICTION	You tried to register for a course that is offered for another level (Foundation, Undergraduate, Diploma, Master)	Make sure that you select the section with the correct level during your search.
DUPLICATE CRN	You have entered a duplicate/repeated CRN	Re-Enter the CRN correctly.
TIME CONFLICT WITH (CRN)	You tried to register for two courses that are scheduled at the same time. The conflicting course CRN is displayed	Select a different section that does not conflict with the sections already registered.
MAXIMUM HOURS EXCEEDED	The registered hours exceed your load for this semester	Ask for a permission to allow the overload.
CLOSED	The section is Closed	Select another Section.
DUPL CRSE WITH SEC (CRN)	You have entered a CRN for a course that is already registered (different section)	Re-Enter the CRN correctly.
COURSE NOT AVAILABLE FOR REGISTRATION AT THIS TIME	The selected section was cancelled	Select a different course.
CRN DOES NOT EXIST	An invalid CRN was entered	Re-Enter the CRN correctly
LINK ERROR	The course requires a linked CRN (lab/lecture or other course)	Select the CRN linked to this course.
REPEAT COUNT EXCEEDS ZERO	The course was registered for and passed in a previous term	Contact the Registrar's Office for further information.
MAJOR RESTRICTION	The class is restricted to specific majors	Ask our department for an approval to override the restriction.
PROGRAM RESTRICTION	The class is restricted to specific programs	Ask our department for an approval to override the restriction.

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Registration Worksheet

You can use the following sheet to prepare the courses for your registration.
Below is an example:

CRN					Course				Title	CR	Time		Days	Instructor
					Subj	Num					Start	End		
2	0	8	0	5	ACCT	1	1	0	Financial Accounting	3	9:30	10:30	MW	Dr. Ahmad
Total Credit hrs										3				

Academic Advisors Contact List

Colleges	Name	Title	Phone	Email
Arts and Science	Ali Abdulhamid Khalili	Advisor	4525	aliaak@qu.edu.qa
	Jameela Amer	Coordinator	4526	j.ali@qu.edu.qa
	Kaltham Al-Sowaidi	Administrative Coordinator	4527	Kaltham12@qu.edu.qa
Business and Economics	Hind Omar I Al-Dafa	Administration Coordinator	5020	h-omar@qu.edu.qa
	Nada Ali Fakhroo	CPA Coordinator	**5056**	nadaalkhal@qu.edu.qa
	Maha Al-Thani	Advisor-Coordinator	5021	m.jassim@qu.edu.qa
	Reem Abdulla Al-Aqeeli	Academic Advising Coordinator	5017	ralaqili@qu.edu.qa
Engineering	Ranya Reda	EA	4113	ranya@qu.edu.qa
	Mohammed Hassan	Academic Advisor	4266	mohdali@qu.edu.qa
Law	Ayad Mohd	Academic Advisor	5283	Ayad.hm@qu.edu.qa
	Hamda Al-Sharim	Administrative Coordinator	5256	hamdam@qu.edu.qa
Pharmacy	Ghadah Al-Kuwari	Administrative Coordinator	5557	ghadahsaif@qu.edu.qa
Sharia	Alanoud Jassim Althani	Academic Advisor	4418	ajmalthani@qu.edu.qa

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Academic Advisors Contact List					
Colleges	**Name**	**Title**	**Area of Specialization**	**Phone**	**Email**
Foundation Program Males	Abdulaziz Al Marri	Academic Advisor	All Foundation Programs (Male)	5305	A.Aziz@qu.edu.qa
	Mosa Al-Jumat	Academic Advisor	All Foundation Programs (Male)	5327	mosajomat@qu.edu.qa
	Muna Al-Raesi	Academic Advising Assistant	All Foundation Programs (Male)	5324	monatee30@qu.edu.qa
Foundation Program Females	Jamaiah Belal	AA		5322	Jbelal@qu.edu.qa
	Khawla Alsada	AA	Sports Science Foundation (Female)	5323	khawla@qu.edu.qa
	Abeer Mousa	Academic Advising Assistant	Sharia Foundation Pharmacy Foundation Engineering Foundation (Female)	5321	mousaabeer@qu.edu.qa
	Tayyebah Jenahi	Administrative Assistant	Arts Foundation (Female)	5310	tayyebah@qu.edu.qa
	Noora Ahmed AlThani	AA	Education Foundation Science Foundation Law Foundation (Female)	5320	nahmedjath@qu.edu.qa
	Rabab Ismail	AA	Business Foundation	5325	Rabab@qu.edu.qa